



Environmental Management System Procedure
for
Environmental Awareness, Competence and Training
at the
U.S. Army Garrison (USAG) Baumholder

Revision # 1

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Environmental Management System Documentation of the U.S. Army Garrison (USAG) Baumholder

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Environmental Management System Procedure for Environmental Awareness, Competence and Training at the U.S. Army Garrison (USAG) Baumholder

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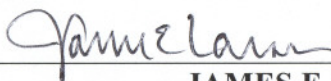
This document is an EMS controlled document. It has to be kept updated in order to comply with International Organization for Standardization (ISO) 14001. This document shall be reviewed and updated as necessary. When a revised document is available, this document will be discarded and marked as obsolete in the DOC CON database. The revised document gets a new UID.

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Document POC:

Dominic Mutinda
DPW EMO

Approved by:**Date:**

JAMES E. LARSEN
LTC, AV
Commanding

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References:

- a. Executive Order 13148, *Greening the Government through Environmental Leadership*.
- b. ISO 14001: 2004, *Environmental Management Systems – Specification with Guidance for Use*.
- c. EMS-Procedure # EMS_PBH_02 – *Determining the Significant Environmental Aspects of the Activities, Products and Services of the USAG Baumholder*
- d. EMS-Procedure # EMS_PBH_03 – *Identification of Legal and Other Requirements of the USAG Baumholder*
- e. EMS Procedure # EMS_PBH_05 – *Defining Roles, Responsibility and Authority at the USAG Baumholder*
- f. EMS Procedure # EMS_PBH_09 – *Control of Environmentally Relevant Documents/Records of the USAG Baumholder*
- g. EMS-Procedure # EMS_PBH_14 – *Initiating, Documenting, and Implementing Corrective and Preventive Actions to Eliminate Nonconformities with EMS requirements at the USAG Baumholder*

1.1 PURPOSE

The purpose of this procedure is to identify and fulfill the environmental training needs of the USAG Baumholder. The implementation of this procedure ensures that those members and employees of the USAG Baumholder, to include tenant organizations, DoD dependants and contractors, whose activities may create a significant impact on the environment, have received appropriate training.

This procedure also provides a guideline for conducting EMS awareness training at regular intervals to ensure that all members and employees of the USAG Baumholder, to include tenant organizations, DoD dependants and contractors, have a basic awareness and understanding of the USAG Baumholder's EMS principles and elements.

1.2 APPLICABILITY

This procedure applies to all members and personnel within the USAG Baumholder, to include tenant organizations, DoD dependants and contractors.

1.3 DEFINITIONS

Cross Functional Team (CFT) — A group of individuals from across the Garrison, appointed either by the Garrison Commander or senior leadership, who will coordinate the support necessary for EMS implementation and are responsible for implementing the EMS Garrison-wide.

DoD Dependants – Family members of Garrison personnel or tenant personnel.

ECO – Unit/Organization Environmental Compliance Officer.

Environmental Aspect – The part of an activity, product, or service that interacts with the environment.

Environmental Impact – Any change to the environment that is caused by an environmental aspect.

DPW EMO – Directorate of Public Works Environmental Management Office.

EMS Management Representative (EMSMR) – An individual appointed by the USAG Baumholder Commander who, irrespective of other duties, is responsible for the operation of the Garrison's EMS and chairs the Garrison's Cross Functional Team (CFT).

Media Manager — An individual who manages and provides overall oversight to one or more media areas. Media managers are not restricted to the Environmental Management Office.

Training Attendees – Garrison employees, members, tenants and people working on behalf of the Garrison who attend/receive training.

2 PROCEDURE

2.1 ROLES AND RESPONSIBILITIES

The USAG Baumholder, represented by the EMSMR, is required to ensure that those persons working on its behalf, whose work could cause significant environmental impacts¹, are competent to perform the tasks they are assigned to, to identify training needs and to take actions to ensure training is provided. The garrison also has to ensure EMS awareness of the people working on its behalf.

Every supervisor and media manager is responsible for:

- 1) identifying the job-specific environmental training needs for the activities within their area of responsibility,
- 2) ensuring that the required training is provided to the affected personnel,
- 3) documenting training accomplishment,
- 4) tracking training attendance, and
- 5) ensuring personnel under their area(s) of responsibility participate in EMS awareness training.

The DPW EMO is responsible for compiling and keeping up-to-date a garrison-wide ‘Environmental Training Requirements List’ based upon the input from the supervisors and media managers.

The DPW EMO and the ECOs are responsible for EMS Awareness Training as specified in this procedure.

2.2 TRAINING REQUIREMENTS IDENTIFICATION

The identification of the applicable training requirements – first of all – takes into account all training required by the applicable legal and other requirements, and all training necessary to obtain or retain required licenses or registrations. The garrison-wide ‘Legal and Other Requirements Inventory’ builds the basis for this step². Special regard is given to all training associated with those activities that are related with the garrison’s significant aspects.

To start the identification process, the DPW EMO initially provides the media managers with a draft list of the environmental training requirements for their media area. Each media manager in cooperation with the supervisors involved reviews this list, and informs the DPW EMO on all changes necessary to ensure a complete and up-to-date set of the environmental training requirements applicable to their media area(s).

Based on the input from the different media managers, the DPW EMO compiles a garrison-wide ‘Environmental Training Requirements List’ and provides copies of this list to the EMSMR and the media managers.

¹ Consult EMS procedure # EMS_PBH_02 (Aspect Assessment) for details

² Consult EMS procedure # EMS_PBH_03 (Legal and Other Requirements) for details

On a regular basis (as changes in the requirements occur, but at least annually), the media managers in cooperation with the supervisors involved review their part of the garrison-wide ‘Environmental Training Requirements List’ for adequateness and completeness. Necessary changes have to be processed through the DPW EMO, who updates the list based upon the input from the media managers. After every update, the DPW EMO provides copies of the garrison-wide ‘Environmental Training Requirements List’ to the EMSMR and all media managers.

2.3 GARRISON-WIDE ENVIRONMENTAL TRAINING REQUIREMENTS LIST

A current copy of the garrison-wide ‘Environmental Training Requirements List’ is available from the DPW EMO.

For every training requirement to be listed, at least the following information is needed:

- Media area(s) the training requirement falls into, if applicable,
- Training type, such as:

Appointee training	Beauftragtenschulung
Function-specific training	Aufgabenspezifische Schulung
Expert training	Fachkundigenschulung
Specialist training	Sachkundigen- bzw- Fachkraftschulung
Work site specific instruction	Unterweisung
Awareness Training	
Certification	Zulassung/Zertifizierung
Emergency prevention or response training	
Operator instruction	

- Training topic,
- English explanation, if necessary,
- Training contents,
- Target group (Who needs this type of training?),
- Training schedule (‘Schulungsintervall’),
- Reference to the legal or other requirements that require the specific training.

2.4 EMS AWARENESS TRAINING

2.4.1 Contents of EMS Awareness Training

To comply with ISO 14001 the USAG Baumholder ensures that all people working on its behalf are aware of:

- the importance to conform with the Garrison's environmental policy, procedures and other EMS requirements,
- the Garrison's significant environmental aspects and related impacts associated with their area of activity,
- the environmental benefits of improved personal performance,
- their roles and responsibilities in the Garrison's EMS, and
- the potential consequences of departure from SOPs.

To comply with an IMA-E Information Paper of 10 Jan 05, EMS awareness training addresses the following additional topics:

- Army's requirement to implement EMS,
- examples of relationships between typical garrison or mission activities and significant environmental impacts, and
- what individuals can do to protect the environment.

2.4.2 EMS Awareness Training Levels and Training Material

The DPW EMO offers EMS awareness training modules for the different functional levels within the Garrison. The main differences between these training modules lie in the roles and responsibilities part of the training. Each module concentrates on those roles and responsibilities that are of special interest at the affected functional level.

Table 1 lists how the training for the different functional levels is organized and who is responsible for providing the training.

Table 1: Layout of EMS Awareness Training

Awareness Training Level/ Functional Level	Training language	Training means	Trainer	Initial training (I), Refresher training (R)
Senior Leadership (Garrison Commander, Unit Commanders, Garrison Directors)	English	Training session + handouts	DPW EMO/ Contractor	I + R
CFT	English	Training session + handouts	DPW EMO/ Contractor	I + R
ECOs	Optionally English or German	Training session + handouts	DPW EMO/ Contractor	I + R
Organization personnel/unit personnel/activities personnel	Optionally English or German	Training session + handouts	ECOs	I + R
DoD Dependants	English	Leaflets, pamphlets, posters etc.	DPW EMO/ Contractor	I
Contractors, Newcomers	Optionally English or German	Leaflet	DPW EMO/ Contractor	I

The USAG Baumholder publishes information on its EMS, to include training material, as part of the Garrison's public web page (www.baumholder.army.mil/media/EMS). The page is open to all interested parties and promoted by the DPW EMO during EQCC meetings, ECO training, and on the EMS Awareness Brochure.

All EMS training material is also available directly from the DPW EMO.

Training material updates will be provided to the affected trainers by the DPW EMO whenever the EMS policy, the significant aspects, the roles and responsibilities, or the procedure for dealing with EMS non-conformities change. The DPW EMO documents the distribution of these updates.

2.4.3 EMS Awareness Training Plan

To ensure EMS awareness, the USAG Baumholder conducts EMS awareness training on a regular basis, as initial and refresher training, as outlined in Table 1.

An EMS awareness brochure is being distributed to all newly arrived families during the newcomer's in-brief.

Initial EMS awareness training is provided within the first two months in the job for all new personnel and for all personnel whose functional levels changed.

The DPW EMO is notified by the responsible ECOs and contract managers when new senior leaders, ECOs, or contractors need initial EMS awareness training. The form provided in Appendix B can be used for this notification.

Refresher training is conducted at least annually or when changes occur.

The trainers identified in Table 1 are offering and promoting awareness training for the functional levels they are assigned to. Training accomplishment is documented by the trainers IAW Section 2.5 of this procedure.

The ECOs and the DPW EMO use training lists to ensure that all personnel in their area of responsibility have appropriate initial training and regularly get refresher training. The training lists shall contain the following for each trainee:

- Name
- Rank, if applicable
- Functional Level
- Date of EMS awareness initial training session attended
- Dates of all EMS awareness refresher training sessions attended
- Next EMS awareness refresher training due date

The DPW EMO provides the EMSMR with statistics on the EMS awareness training activities of the past year, annually.

The EMSMR takes measures to improve EMS awareness throughout the garrison, if deemed necessary.

2.5 TRAINING DOCUMENTATION

All training that was accomplished is to be documented and filed by the responsible media managers and supervisors in compliance with the legal or other requirement from which the training requirement originates. If no other requirements exist, training documentation shall be kept for at least 3 years.

For all training provided by in-house personnel, such as supervisors, the DPW EMO or ECOs, the trainer keeps an additional copy of the training documentation.

2.5.1 Training Attendee's Lists

'Training Attendee's Lists' document training participation. These lists contain at least the following information:

- Training topic (e.g. 'Senior Leadership EMS Awareness Training'),
- Training date and duration,
- Printed names of attendees,
- Training participant's unit, organization or activity,
- A checkbox, which indicates, if each attendee received training handouts, and
- A signature field for the attendees' confirmation of the aforementioned information.

E-mails or phone numbers could be requested in addition. A template training attendee's list is provided in Appendix A.

2.5.2 Training Contents Documentation

The information distributed and the skills taught during a training session must be documented. This could be accomplished by attaching the training agenda or handouts to the training attendee's list before filing.

2.5.3 Employee-Specific Training Records

The supervisors and media managers use training lists in order to ensure that the personnel under their directive have received all required training (to include refresher training). The training lists contain the following:

- Job title or function,
- Trainee Name,
- List of all training needed for the job or function (referencing the garrison-wide training requirements list),
- Dates when training was accomplished, for all initial and refresher training courses,
- Results (pass or fail, go/no go), if there is a requirement for completion (such as an exam, a test or a hands-on exercise), and

- Next training due dates for each training requirement.

2.5.4 Document Control

Environmental training documentation falls under the EMS DOC CON System. This means that the training documentation has to be filed IAW EMS Procedure EMS_PBH_09. To reduce the number of documents that have to be entered into the EMS DOC CON System, it is recommended to file records of different training sessions that were conducted in the same year in a common binder.

LIST OF APPENDICES

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APPENDIX A

Example Training Attendance List



ENVIRONMENTAL MANAGEMENT SYSTEM

U.S. ARMY GARRISON
BAUMHOLDER



EMS Senior Level Awareness Training

Date:
Location:
Time:

UNIT	NAME, Surname (please print)	e-mail	Training package received (please check)	Signature

APPENDIX B

“Need for initial EMS awareness training!” Form



ENVIRONMENTAL MANAGEMENT SYSTEM

U.S. ARMY GARRISON
BAUMHOLDER



“Need for initial EMS awareness training!”

(EMS Form #: EMS_FBH_06_01)

**Reason for training
need
(please check):**

- ☐ New senior leader (Garrison Commander,
Unit Commanders, Garrison Directors)
- ☐ New CFT member
- ☐ New ECO

**Person needing
training:**

Name:

Rank: ☐

e-mail: ☐

DSN:

**Since when does
this person have
this function?**

**Person handing in
form:**

Name:

Rank: ☐

e-mail: ☐

DSN:

Signature:

Date:
